

NAAC ACCREDITED



तेजस्वि नावधीतमस्तु
ISO 9001:2015 & 14001:2015

FAIRFIELD
Institute of Management & Technology
(Affiliated to GGSIP University, New Delhi)

GUIDELINES FOR INTERNSHIP DIARY

The students of BA-LLB & BBA-LLB of 10th semester are informed to submit their Internship Diary to Dr. Sanjay Singh-Director-Academics.

Kindly follow the instruction given below-

- The duration of the internship shall be of 90 working days (10th semester).
- In pursuant to the requirement mandated by the GGSIPU, the students are required to do Internship under Lawyer/Law Firms/ Corporate Sector.
- After completion of the Internship you are required to furnish Internship Certificate corroborating your association with the designated place of Internship.
- Diary should be diligently maintained. It should incorporate.
- Internship activity /assignment on daily basis. The interns are required to ensure that the dates and place of professional exposure/training should be mentioned in the record.
- Internship as professional training is the exposure of lawyering and gaining the experiences of lawyering skills. Please ensure that you fulfil these requirements as per the course structure.
- On the basis of the Diary you are required to prepare the report.
- The report should fulfil the following criteria:
- It should be handwritten.
- Internship Diary printing guidelines:-
 - DOWNLOAD THE SPIRAL BINDING PDF FORMAT FROM WEBSITE.
 - FRONT PAGE- COLORED & GLOSSY PRINTOUT
 - BACK PAGE- COLOURED & GLOSSY PRINTOUT
 - PAGE NO- 3-102 SHOULD BE ON EXECUTIVE BOND (A-4 SIZE)
 - FRONT PAGE BACK SIDE- COLOURED & GLOSSY
 - BACK PAGE BACKSIDE –COLOURED & GLOSSY
 - BINDING SHOULD BE SPIRAL
- It should incorporate case analysis along with the Applicability of law.
- Specimen copy of the documents used in court must be attached in Annexure.
- Annexure should be attached as a last part in Report .
- The report should be properly paginated along with proper acknowledgement.
- Photocopy of certificate should be attached at the beginning of the report.
- Students are required to submitted Diary and report on or before
- 9th, May , 2020, failing which Diary and Report shall not be accepted.
- For any queries Kindly contact the Director of Academics-FIMT-School Of Law.
- The Internship Diary will be accepted on the Performa provided by the FIMT.